*Local authorities* ***must*** *arrange for children with SEN or disabilities for whom they are responsible, and their parents, and young people with SEN or disabilities for whom they are responsible, to be provided with information and advice about matters relating to their SEN or disabilities, including matters relating to health and social care…Information, advice and support should be provided through a dedicated and easily identifiable service*

*Local authorities should involve children, young people and parents…in the design or commissioning of services providing information, advice and support in order to ensure that those services meet local needs…(and) in a way which ensures that children, young people and parents feel they have participated fully in the process and have a sense of co-ownership.*

(SEND Code of Practice 0-25, 2015)

**The Aim of Rotherham SENDIASS**

To offer accurate, impartial information, advice and support around Special Educational Needs and Disabilities including Health and Social Care to parents/carers of children/young people (0-25), children (0-16) and young people (16-25). To empower service users to play an active and informed part in your/your child’s education/ training and independent living and SEND related matters.

To work together with parents/children/young people/ settings and practitioners to address SEND related issues service users are experiencing. To help service users feel more able to tackle issues themselves.

**What is Impartiality?**

The Service views impartiality as not taking sides, not favouring one person or one point of view over another. Whilst providing a service to parents, young people and children, SENDIASS has a range of service users including Parent Support Groups, voluntary organisations, schools, and practitioners within Education, Health and Social Care. The Impartiality Policy applies to all Service users. To view the impartiality policy click [here](https://www.rotherhamsendiass.org.uk/downloads/download/1/impartiality-policy)

**Role of the Monitoring Group**

* To support Rotherham SENDIASS to maintains its “arms length” status from the Local Authority and Integrated Care Board.
* To guide the development of Rotherham SENDIASS in line with the Service Minimum Standards.
* To receive termly reports on SENDIASS performance and reach
* To provide feedback on service performance and reach (via use of minutes) which will be fed back to senior staff within Commissioning Performance and Inclusion
* To Receive updates on matters arising from the National Picture of SENDIASS.
* To facilitate an opportunity for discussion of parent and carer/ Children and young people concerns and experiences which will help to identify and promote good practice, raise concerns and identify gaps in service.
* To ensure children (0-16), young people (16-25) and parents (of the age groups mentioned) have the opportunity to voice their views on the design, policies and procedures of the service.

**Membership of the Group**

The Service will aim to gain representation from the following areas;

* Education including schools and services
* Health including supporting services
* Care including Early Help and Children’s Disability Team
* Parents who are represented by the parent forum
* Children and Young People via support of the Guiding Voices Group with SENDIASS staff support

For physical meetings, the group will be chaired by an agreed member. All members of the group will be equal partners and their individual knowledge, skills and views will be recognised, respected and valued.

Members will not act solely in the specific interests of their own agency, own situation or for their own child/young person and will identify and acknowledge any conflict of interest if it arises.

The Children’s Disability Information Officer will be responsible for sending out meeting invites, agenda’s, arranging venues, recording notes of the meeting (or arranging a pre agreed member of the group or service, and the distribution of minutes afterwards.

**Meetings**

Agendas and reports will be circulated to all members in advance. Meetings (either virtual or actual) will aim to take place 3 times a year (Any actual meetings will be term time only between the hours of 10-2) Expenses can be claimed for parent and carer representatives for transport and parking in line with the Local Authority Policy.

**Reviewing the Terms of Reference**

The Terms of Reference will be reviewed biannually by the Monitoring Group.

**Confidentiality**

Each member is responsible for ensuring all confidential information shared at meetings or contained in reports is not shared with members outside the monitoring group without consent or until such time it is published.